

Creating A Legal Document

1. To Create a Legal Document from your Desktop go up to Create>Casework. The Create Casework Page will appear.
2. Select Legal Document from the Legal category and select the family that the document applies to. You will not be able to select a participant. That will be done on the Legal Document page.
3. Finally, click on the Create button to open the Legal Document page.

The screenshot shows the 'Create Case Work' page in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The page title is 'eWISACWIS'. The interface is divided into several sections:

- Create Case Items:** A list of categories with dropdown menus. The 'Legal' category is selected, and 'Legal Document' is chosen from the dropdown.
- Cases:** A list of case names: Abby, Art; Aiden, Fred; Allen, Sarah; Altman, Simon; Appleton, Claire; Ash, Anna; ATTEST, One; Brooks, Brenda; Brown, Sam; Bubbin, Roger.
- Case Participants:** A list of participants: Alice Abby, Mother; Amy Abby, Biological Child; Angel Abby, Biological Child; Art Abby, Reference Person; Annabel Abby, Biological Child; Simon Abby, Biological Child; One TestParentAgency, Biological Child; two TestParentAgency, Biological Child.

At the bottom right, there are 'Create' and 'Close' buttons. The status bar at the bottom shows 'Page 1', 'Sec 1', '1/1', 'At 2.8" Ln 11 Col 1', and a 'Local intranet' icon.

4. The case name and worker name will pre-fill at the top of the page.
5. The Document field consists of a drop down value list. Pick the appropriate value for the document that you want to create. Notice the Text Hyper link next to the Document field. This will be explained at the end of this Quick Reference Guide.

Legal Documentation - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

General Information

Case: Art Abby Worker: Caitlin Cake

Document: Petition for Transfer of Legal Custody [Text](#)

Legal Action: Petition for Transfer of Legal Custody
 Petition Request for Determination of Status in Need of Protection or Services
 Receipt for Medical Records
 Recommendation for Adoption
 Court: Referral for Termination of Parental Rights
 Court 2: Report of Adoption
 Court Number: Report of Adoption Investigation
 Tribal Contact: Request for Emergency Detention or Pick-Up Order
 Judge: Request to Transfer Legal Guardianship
 Commissioner: Return Custody to County Court Letter
 Branch: Return of Legal Custody to County Order

Case Participant and Collaterals

Name	Role in the Document
Abby, Alice	N/A
Abby, Amy	N/A
Abby, Angel	N/A
Abby, Art	N/A
Abby, Annabel	N/A

Options:

Done Local intranet

Page 1 Sec 1 1/1 At 8.6" Ln 18 Col 52 REC TRK EXT OVR WPH

- The Legal Action field consists of a drop down value list. Pick the appropriate value for the document you want to create.
- Court refers to the type of court this case will be heard at. Court 2 refers to the county of jurisdiction.
- The Court Number in most cases (unless the court number was not entered on Legal Action) is a drop down value. Select the Court Number that coincides with the action you are taking. By selecting the Court Number from the drop down list, the Tribal Contact, Judge, Commissioner, and Branch will pre-fill with the information that was entered on Legal Action. The Tribal Contact, Judge, Commissioner, and Branch can be updated at anytime.

Legal Documentation - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

General Information

Case: Art Abby Worker: Caitlin Cake

Document: Request for Emergency Detention or Pick-Up Order [Text](#)

Legal Action: Temporary Physical Custody Hearing

Court: Family

Court 2: Wisconsin Family Courts, Milwaukee County

Court Number: 04FA0123456 - 04/01/2004

Tribal Contact:

Judge: Judy

Commissioner: Brown

Branch: 22

Case Participant and Collaterals

Name	Role in the Document
Abby, Alice	N/A
Abby, Amy	N/A
Abby, Angel	N/A
Abby, Art	N/A
Abby, Annabel	N/A

Options:

Done Local intranet

Page 2 Sec 1 2/2 At Ln Col REC TRK EXT OVR WPH

- In the Case Participant and Collateral's Box, it is important to identify the Legal Guardians of the child and the Child whom this document pertains to. The Role in the Document section has drop down values from which to select. Roles will determine how the system will pre-fill items in the text document.

Legal Documentation - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

General Information

Case: Art Abby Worker: Caitlin Cake

Document : Request for Emergency Detention or Pick-Up Order [Text](#)

Legal Action: Temporary Physical Custody Hearing

Court: Family

Court 2: Wisconsin Family Courts, Milwaukee County

Court Number: 04FA0123456 - 04/01/2004

Tribal Contact:

Judge: Judy

Commissioner: Brown

Branch: 22

Case Participant and Collaterals

Name	Role in the Document
Abby, Alice	Guardian
Abby, Amy	Child (Detained)
Abby, Angel	N/A
Abby, Art	Guardian
Abby, Annabel	N/A

Options:

Done Local intranet

Page 3 Sec 1 3/3 At 6.1" Ln 5 Col 37 REC TRK EXT OVR WPH

10. The Text Hyperlink next to the Document Category will open the text document. It is important that the child's person management record is complete in order for this document to pre-fill properly. If demographic items do not pre-fill go back to the person management record. Fields which are meant to pre-fill will not allow the user to entire text on the document. If you are having difficulty determining which fields pre-fill, go to the Template Mapping Guides on the eWiSACWIS Knowledge Web.
11. When the Legal Document is finished, click on Options, select Approval, and click Go. You need to Approve all Legal Documents and submit them for supervisory approval.